Executive Assistant to the President

Full Time (40h/w)
Klosterneuburg (Vienna), Austria
€ 2,600* gross/month

IST Austria is growing. Grow with us!

IST Austria is a growing international institute for conducting frontier research in mathematics, computer science, and the life and physical sciences. We recruit passionate professionals from all over the world and from all fields who support our goals of excellence in research and science management. Located on a beautiful campus on the outskirts of Vienna, we offer numerous opportunities for personal growth in a stable working environment. Get an insight!

Your responsibilities

The Office of the President organizes and administrates all non-scientific affairs for the President and acts as an interface to the scientific and administrative staff, board members, and other external contact persons. We are enlarging our team of assistants in the Office of the President to keep pace with the future growth of the Institute.

• Single point of contact for the President in all administrative, organizational, and conceptual matters; deal with a wide variety of topics (from basic to high-level)
• Work closely and effectively with President, deal with peaks of high workload and stress
• Compilation and preparation of documents, minutes, presentations, and reports
• Organization and follow-up of meetings, especially board, committee, and foundation
• English and German correspondence with internal and external stakeholders (e.g. ministries, faculty, etc.)
• Provide a bridge for smooth communication between different stakeholders and ensure efficient office operations (including support for guests and visitors)

Your profile

• Academic degree and work experience in a similar position
• Interest, but not necessarily experience, in an international research/academic environment
• Excellent verbal and written communication skills in English and German (e.g. acquired through linguistic studies)
• Strong office computer skills and ability to deal with a wide variety of topics
• Analytical thinking and ability to work effectively with minimal supervision
• Strong organizational, problem solving, and time management skills
• High level of service orientation, discretion, and strong interpersonal skills

Your benefits

To submit your application, please e-mail recruiting@ist.ac.at

* This position comes with possible overpayment depending on education, qualification and work experience. IST Austria processes your personal data in accordance with the law. For more information, please refer to www.ist.ac.at/data-protection.